

**Nortel Voicemail Quick Reference Pocket Guide**

Accessing Your Mailbox/Messages From **Outside** The Office

**During Business Hours:** Have receptionist transfer you to your mailbox

- Press \* \*
- Enter your mailbox # & password
- Press #

**After Business Hours:** Once the Automated Attendant has answered

- Press \* \*
- Enter your mailbox # & password
- Press #



**Once Mailbox is accessed**

- 2 = Listen to NEW Messages
- 6 = Listen to SAVED Messages

**When message is playing**

- 1 = Skip Backward
- 2 = Pause/Continuous
- 3 = Skip Forward
- 33 = Skip to End
- \* \* = Return to Main Menu

**After Message has played**

- 11 = Replay
- 4 = Previous Message
- 5 = Forward Copy
- 6 = Next Message
- 7 = Message Envelope
- 77 = Save Message
- 8 = Delete Message
- 9 = Reply to Message

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